

## District Manager: Clackamas Soil & Water Conservation District

Monday, 10 May 2010

### District Job Announcement

#### District Manager

Clackamas Soil and Water Conservation District

221 Molalla Ave., Suite 102

Oregon City, OR 97045

Phone: 503-655-3144

E-mail: [clackamas.swcd@oacd.org](mailto:clackamas.swcd@oacd.org)

Website: <http://www.conservationdistrict.org>

Salary Range: \$70,000 to \$85,000 per year, commensurate with experience

Closing Date: June 7, 2010

#### Position:

The District Manager is the chief executive officer of the District and has the responsibility of providing overall leadership for personnel, technical and programmatic planning, financial, public outreach, project management and implementation. The position acts on behalf of the District Board of Directors and provides representation of the District to public and partner organizations.

#### Minimum Qualifications:

- Minimum Bachelors degree in public administration, non-profit management, natural resources, environmental policy and management, business administration, or a related field. A Master's degree is preferred. A natural resources background is desired.
- At least five years of progressively responsible experience in management and program development. Management, office administration, or business management is required. At least two years with a soil and water conservation district, watershed council, natural resource

conservation agency, local government entity, or similar organization is highly desired.

- Extensive experience in supervising technical and administrative staff is required.
- A strong natural resource conservation ethic is preferred, with knowledge of natural resource conservation issues and of natural resource agencies and organizations.
- Experience in building organizational capacity and in Board development is highly desired.
- Skill in written and oral communication at all levels. Must be proficient in English (oral and written).
- Experience with Microsoft Office Suite and accounting software is required.
- Ability to work collaboratively with diverse groups and individuals.

#### How to Apply:

Applicants must provide a cover letter, completed PD-100 application form\*, a resume and responses to supplemental questions. All application materials are available on our website at [www.conservationdistrict.org](http://www.conservationdistrict.org) or at the Clackamas County Soil and Water Conservation District (CCSWCD) office. We will accept electronic and regular mailed submissions. No Faxes will be accepted.

In compliance with the Americans with Disabilities Act (ADA) Clackamas County Soil and Water Conservation District will make reasonable accommodations during any and all phases of the selection process for individuals with a disability. Please contact the CCSWCD office at (503) 655-3144, by the resume deadline date of this announcement to request accommodations.

Clackamas County Soil and Water Conservation District is an Equal Opportunity Employer.

\*Oregon state job application form